

# Carlson Building Maintenance

## PerDiem Form

12-16-2025

- This form is to be submitted by District Managers only.
- Forms submitted by anyone else will not be processed.
- Fill out all applicable fields highlighted in yellow. Incomplete forms will be returned and reimbursement will be delayed.
- Submit one form per employee. Forms with multiple employees will be returned and reimbursement will be delayed.
- Requests for Per Diem/Mileage will be processed once per week by the Finance Department
- Requests must be submitted by Tuesday at 12:00 PM for the previous calendar week
- Requests received after 12 PM Tuesday will be processed the following week.
- Special notes are required for irregular circumstances

### Employee Information

Employee name: Alejandro Cruz

Employee number: 11610

District manager: Felix Varela

### Job Site

Store location: 657 - T1951 Decatur IL

City: Decatur

State: IL

### Hotel Info

First night needed 12-08-2025

Last night needed: Decatur

### Per Diem

For office use only.

Arrival Date Departure Date

12-08-2025 12-13-2025

### Mileage

For office use only

Date	Departed from	Destination/Store	RT/OW	MI	Amt
12-08-2025	Home	657 T1951 Decatur IL	OW		
12-13-2025	657 T1951 Decatur IL	Home	OW		

Notes

Testing

For office use only

Grand total amount

